Print a worksheet to fit a paper width or a number of pages in Excel.
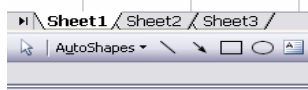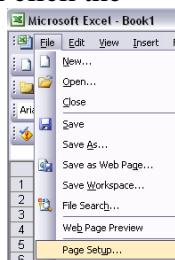
How many times have you worked on an excel sheet and it didn't fit on one page?
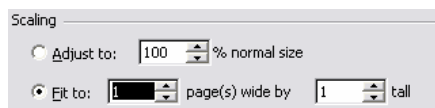
Preview: Page 1 of 2
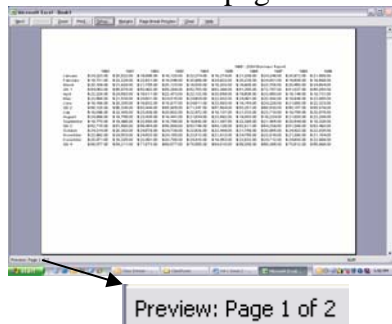
1. Click on the worksheet.

2. On the File menu, click Page Setup, and then click the Page setup tab.

3. Under Scaling, click Fit to.

4. Do one of the following:

Print a worksheet to fit a paper width

In the first box beside **Fit to**, enter **1** (for 1 page wide).

In the second box beside **Fit to**, delete the value so that the number of pages tall is unspecified.

OR

Print a worksheet on a specified number of pages

In the boxes beside **Fit to**, enter the number of pages on which you want to print the work.

Notes

- Microsoft Excel ignores manual page breaks, Pages that you set yourself, when you use the **Fit to** option.
- When you change the values for **Fit to**, Excel shrinks the printed image or expands it up to 100 percent, as necessary. To see the how much the image will be adjusted for your new values, click **OK**, and then click **Page Setup** on the **File** menu. The **Adjust to** box on the **Page** tab shows the percentage that the printed size will be adjusted.
- Printed data does not exceed the specified number of pages. Excel does not enlarge the data to fill the pages.

The above example was printed on two pages and when you follow the steps above you will then allow it to print on a single sheet.

Preview: Page 1 of 1
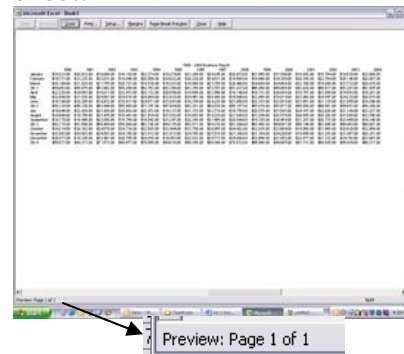
If you have done it correctly you will then print your worksheet on one page.

Tip: Doing this to your document will shrink the font on the document, so if the document is very large the text may become unreadable.

Training sessions offered from November 26 – Dec 3
11/23   Advanced PowerPoint
11/24   Publisher Projects
11/25   Advanced Outlook
11/30   Excel XP Advanced
12/2   Word: Forms

These classes take place from 1:30 – 4:30 on the specified days. If you want to take any of these call 799-5117 or email the Training Coordinator at **WWaupoose@mitw.org**

See you next time!!!